



**MINUTES**  
**OF THE ARKANSAS BOARD OF PAROLE MEETING**  
**DECEMBER 17, 2009 @ 9:30 A.M.**  
**DCC CONFERENCE ROOM - 3<sup>RD</sup> FLOOR**

**MEMBERS PRESENT:**

Leroy Brownlee, Chairman  
Abraham Carpenter, Jr., Vice-Chairman  
Richard L. Mays, Jr., Secretary  
John Felts, Commissioner  
Carolyn Robinson, Commissioner  
Joseph Peacock, Commissioner

**HEARING EXAMINERS:**

Carol V. Bohannon, Hearing Examiner/Attorney  
Ernest Sanders, Jr., Hearing Examiner/Attorney

**ABSENT/EXCUSED WITH  
VALID REASON(S):**

James L. Williams, II, Hearing Examiner/Attorney

**OTHERS PRESENT:**

Dan Roberts, Deputy Director, Department of Community Correction  
Steve Arnold, Assistant Director, Department of Community Correction  
Jeff Tillman, Assistant Director, Department of Community Correction  
Rhonda Sharp, Public Relations, Department of Community Correction  
Pam Brown, Assistant Area Manager, Institutional Release Services, DCC  
Meredith Rebsamen, Assistant Attorney General, Attorney General's (AG's) Office  
Norma Gillerson, Fiscal Support Supervisor, ABP  
Sharon Lewis, Executive Assistant to the Chairman, ABP  
Tamara Salaam, Administrative Support Supervisor - Parole, ABP  
Solomon Graves, Computer Support Specialist/ACA Coordinator, ABP  
Lois Hansberry, Administrative Support Supervisor - Revocation, ABP

**Called to Order**

The Chairman called the meeting to order at 9:30 a.m. A quorum was declared.

**Approval of November 24, 2009 Minutes**

Carpenter moved,  
Mays seconded. Motion carried.

**Population Reports**

The Board reviewed the population reports submitted from: ADC, DCC and ABP. DCC was requested to use the previous format for their Statewide Field Operations Report which included the Substance Abuse Testing section.

**Attorney General's Office**

Ms. Rebsamen reported that two pending cases were waiting on a motion for dismissal. A new lawsuit received was reassigned to another attorney for litigation.

**Hearing Examiners' Reports**

The Hearing Examiners presented their reports. Mrs. Bohannon presented Mr. Williams' report on his behalf.

**Fiscal**

Mrs. Gillerson, Fiscal Support Supervisor, reported on the quarterly financial overview for ABP.

**Old Business**

Mr. Graves provided copies of the Summary Sheet on the Parole/Revocation Process to the Board for final review and approval. They were approved and will be posted to the website.

Mr. Graves reported on the presentation given by Ms. Wendy Naro-Ware of JFA Associates, Washington, DC, on the 10 year population projection for Arkansas' prisons and parole. The report showed that both ADC and DCC will see their populations grow a little over 3% by 2020.

The Board conducted its annual review of the ABP Policy & Procedure Manual. The recommendations were reviewed. The Board voted to adopt the changes. Carpenter moved; Mays seconded. Motion carried. The Board requested an AG's opinion on page 10 – paragraph 5 regarding court ordered restitution and whether a Board member could defer this order until the parolee is able to pay. Ms. Rebsamen will handle.

Thanks were extended to the Video Hearing/Policy Committee for their assistance in revising the ABP Policy Manual and for reviewing the process for conducting video hearings. Committee members were: Felts, Mays, Sanders, Williams, Graves, & Craig Robie, Ft. Smith Parole Office, Area 5.

**New Business**

DCC received a grant from National Institute of Corrections (NIC) to develop a new risk assessment tool and a training program on administering it. A representative from the NIC will be in Little Rock January 19-20, 2010 to meet with DCC on this project. Mr. Graves will be the Board's liaison during the review process. Board members were requested to review the assessment tool closely and provide Mr. Graves with their feedback.

**Hearing Schedule – January 2010**

The schedule was reviewed. The board was requested to notify the Chairman or Tamara Salaam, if any changes were needed.

In January, all of the Delta Unit hearings will be conducted via video.

The Chairman extended gratitude to the Board, Hearing Examiners, staff, and all who assisted the members with the high volume of hearings held this month due to the shortage of a Commissioner.

The Institutional Release Officers were invited to the January 28<sup>th</sup> Full Board Meeting.

**FILES FOR DISCUSSION - REVIEW**

An overview of the victim input hearings listing was conducted.

**RATIFICATION OF VOTES**

Mays moved.

Carpenter seconded the motion to ratify the units. Motion carried.

The meeting adjourned at 10:15 a.m.

**SIGNATURE ON FILE**

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**LEROY BROWNLEE  
CHAIRMAN**

**SIGNATURE ON FILE**

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**RICHARD L. MAYS, JR.  
SECRETARY**

**ARKANSAS BOARD OF PAROLE  
FULL BOARD RATIFICATION OF VOTES BY UNITS  
DECEMBER 2009**

<b><u>UNITS:</u></b>	<b><u>RATIFIED (X)</u></b>
BENTON	<input checked="" type="checkbox"/>
CAC	<input checked="" type="checkbox"/>
CUMMINS	<input checked="" type="checkbox"/>
DELTA	<input checked="" type="checkbox"/>
DIAGNOSTIC	<input checked="" type="checkbox"/>
EAST	<input checked="" type="checkbox"/>
FT. SMITH	<input checked="" type="checkbox"/>
GRIMES	<input checked="" type="checkbox"/>
RANDALL L. WILLIAMS	<input checked="" type="checkbox"/>
MCPHERSON	<input checked="" type="checkbox"/>
MISSISSIPPI CO.	<input checked="" type="checkbox"/>
NEAC	<input checked="" type="checkbox"/>
NORTH CENTRAL UNIT	<input checked="" type="checkbox"/>
OUACHITA REGIONAL	<input checked="" type="checkbox"/>
PINE BLUFF	<input checked="" type="checkbox"/>
SEARK	<input checked="" type="checkbox"/>
SWAR	<input checked="" type="checkbox"/>
TRCC	<input checked="" type="checkbox"/>
TUCKER	<input checked="" type="checkbox"/>
TUCKER MAX.	<input checked="" type="checkbox"/>
VARNER	<input checked="" type="checkbox"/>
WASHINGTON CO./NORTHWEST	<input checked="" type="checkbox"/>
WRIGHTSVILLE	<input checked="" type="checkbox"/>
OTHER: RESCINDS, TRANSFER SCREENING, ACT 290'S, 700'S, EPA, SPECIAL CONDITIONS, RECONSIDERATION, REVOCATION APPEALS, PARDONS, CLEMENCIES, ETC.	<input checked="" type="checkbox"/>

MOTION BY: Richard L. Mays, Jr.      SECONDED BY: Abraham Carpenter, Jr.

RATIFICATION DATE: DECEMBER 17, 2009